

New Music Makers
COVID-19 Risk Assessment for
Inside Rehearsals
Last Updated: 3 September 2021

Risk	Possible mitigations and actions	Responsible	Timing	Notes	Relevant links
1. Infection rate in area					
NB Local restrictions apply with little notice					
	if there are local restrictions or a local surge in cases, cancel rehearsals until rates reduce	Committee			
	communicate decision to members & venue if applicable	Chairman			
2. Risk to/from individuals to/from group					
High/moderate risk/vulnerable individuals attend					
	check definition of high/moderate risk/vulnerable persons at least once a term	Committee		see At Risk tab	NHS guidance: risk categories
	identify high/moderate risk/vulnerable individuals via self-assessment, questionnaire, direct conversation	Committee			
	consider - if they don't self-exclude, do we want to exclude individuals at high/moderate risk from in-person meetings?	Committee		No exclusions will be made as covered by other mitigating risk controls	
	if allowing attendance, clarify it is attendee's decision, that group's measures cannot reduce risk to zero. Ask all to reply that they have understood	Committee		Covered by Health Questionnaire compliance	
Infectious individual attends rehearsals					
	use pre-attendance health questionnaire via online form or email to stop potentially infectious individuals attending	Chairman	ON DAY	Questionnaire to be sent with weekly email	
	share results of pre-attendance health questionnaire to identify those who haven't completed on arrival	Chairman	ON DAY		
Inability to track & trace when someone falls ill outside meeting					
	keep register, with seating plan, of everyone who attends the rehearsal	Chairman	ON DAY		NHS Track & Trace
	display poster with NHS Track & Trace QR code at entrance to venue	N/A	ON DAY	May be considered for future indoor rehearsals	NHS QR code poster
	if anyone falls ill within 14 days of the rehearsal, ask them to take a test & contact NHS Track & Trace & the venue	Chairman			How to get a test
	ensure if anyone falls ill within 14 days of the rehearsal they know who to contact	Chairman			

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	AND contact all attendees of rehearsals in past two weeks; ask to self-isolate until they have had a PCR test which results in a negative result	Committee			
	destroy track & trace data after 21 days	N/A		Not required as standard records hold by NMM	
Inability to deal with person becoming unwell in rehearsals					
	create a plan for someone falling ill at the rehearsal	Committee	DONE	See Ill at rehearsal plan	How to get a test
Complacency means mitigating measures not complied with					
	display posters and signs at the entrance, by bathrooms & other prominent locations as reminders	Committee	ON DAY		
	remind attendees verbally of need for 1 metre distance/masks/hand sanitising - at entrance, during rehearsal, at break and at the end	Chairman	ON DAY		
Non-compliance with measures means risk to other attendees					
	make it clear to members that if they do not comply with the measures in place, they will be excluded	Committee			
	agree & communicate a system - 2 warnings and then excluded, so it doesn't come as a surprise	Committee			
	enforce exclusion rigorously - it may make some people cross, but the majority will be relieved and supportive	Committee	ON DAY		
3. Behaviour of attendees/individual safety measures					
Individuals spread or breathe in virus-laden particles					
	set out expected behaviour	Committee		Spare PPE available	
Individuals spread/pick up virus by touching shared surfaces					
	set out expected behaviour	Committee		Hand sanitiser available	
Committee members pick up virus in course of their duties					
	contain and designate their area of operation & who they work with (e.g. cleaning only, entrance only)	N/A		Specific cleaning not applicable to indoor rehearsal	
	provide relevant PPE - disposable gloves, cleaning materials, face coverings, hand sanitiser	Committee	ON DAY		
	register who does each job on each date	N/A			
4. Rehearsal space					
Venue is not Covid-19 secure					
	find out if they are – have they published their risk assessment, is it Covid-19 compliant?	Committee		Following government guidelines on indoor meetings	
	check procedures against COVID-19: Guidance for the safe use of multi-purpose community facilities	Committee		Check with Church Booking Secretary	Safe use of community facilities

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Space not large enough (floor and volume) to be safe					
	find out first how many members are currently willing/able to return in person	Committee		Email attendance	
	consider whether it is safe to meet indoors or outdoors	Committee		Guidelines allow indoor	
	ensure social distancing of 1m is possible at all times, not just during singing	Committee	ON DAY		
	ensure 1m radius around each player, consider 3m in front	Committee		Specific plan made of rehearsal space	
	consider how to accommodate vocalists and whether they need to wear masks while singing	Committee		Not applicable	
Build-up of aerosols					
	reminders not to shout or speak/sing more loudly (increased emission of aerosols and less need for participants to breathe deeply)	Musical Director	ON DAY		
	consider adapting repertoire temporarily to work on quieter pieces with less 'air-intensive' techniques	Musical Director			
	reduce overall length of rehearsal to maximum one and a half hour singing time	Committee	ON DAY		Performing Arts Guidance
	ensure the room is adequately ventilated			Open all available doors and windows	
Build-up of virus on shared surfaces					
	build in regular reminders to sanitise hands and NOT share or touch each other's equipment	Chairman	ON DAY		
	bring relevant PPE - disposable gloves, cleaning materials, hand sanitiser	N/A	ON DAY		
	limit number of people handling shared equipment (PA etc) & have anti bac wipes & gloves to hand	Committee	ON DAY		
Covid transmission in bathroom facilities					
	ensure cleaning before and after rehearsals, more frequently if few facilities for many people over extended period	Committee	ON DAY		
	ensure social distancing maintained when queueing for facilities - 1m markers on floor	Committee	ON DAY		
	encourage hand washing - soap, paper towels, poster reminding handwashing technique	Committee	ON DAY		
Queueing points and traffic flow (applies to all areas)					
	think about pathways and routes throughout the rehearsal venue needing to allow for 1m social distancing	Committee			
	1m markers on floor; one way systems; clear signage	Committee	ON DAY		
	consider: entrance/exit, route to bathrooms, route to break area, socially distanced queues at any of these points	Committee	ON DAY	Chairman to reiterate at start of rehearsal	
	arrival will take time (register/pre-assessment): manage queueing	Committee	ON DAY	Members to arrive from 7.15pm for a 7.45pm start	

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	decide on break area & routes to and from break area	Committee	ON DAY	Members to stay in seats unless using toilet facility	
	stagger leaving after rehearsal	Committee	ON DAY		
Contaminated material not properly disposed of					
	ensure area clear of rubbish before rehearsal	N/A	ON DAY		
	to be discussed with venue - whose responsibility? Whose binbags/bins? Where to dispose binbags to?	N/A		Not applicable as no waste expected	
	provide a bin bag and seal for safe disposal	N/A	ON DAY		
Other users of venue					
	discuss with venue what activities take place before us that day	Secretary		Church Booking Secretary	
	ensure enough time to clean and ventilate between previous activity and ours	Secretary		Church Booking Secretary	
Usual trip, spill, electrical hazards					
	use tape & safety mats to secure cables. PAT tested equipment only. No unsealed drinks or other water in area. First aid kit.	Committee	ON DAY		
5. Our musical activity					
Participants cannot hear each other/conductor/vice versa					
	consider a mic & amp for choir leader	Committee			
	consider needs of those with hearing impairments (ability to hear from distance, masks prevent lip reading)	Committee			
Virus spread through sharing sheet music & equipment					
	remind all to download parts from server and not to share stands, music and other equipment	Chairman			
6. Ancillary activity					
Provision of refreshments is source of transmission					
	ask participants to bring their own	Chairman			
Maintaining social distancing during breaks					
	remind and monitor 1m distancing during breaks	Committee	ON DAY		
Attendees pick up Covid travelling to/from rehearsals					
	discuss with members, so that they are aware of desirable hierarchy of transports - walk, cycle, own car	Chairman			
	avoid car shares if possible. Otherwise, use face coverings, open windows, sit far from each other	Committee			
7. Our organisation					

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Desirable/necessary risk management measures unaffordable/unrealistic					
	weigh up requirements, residual risk & compromised musical experience <i>against</i> social wellbeing and (long-term) danger of group drifting apart	Committee			
	consider scope and limitations of insurance cover	Committee		Insurance reviewed	
	can we share the responsibility as a team and not over-rely on one person to manage the risks?	Committee			
	having considered the above, do we want to go ahead now with an in-person rehearsal?	Committee		Agreed indoor rehearsal possibility at Committee meeting 2nd September 21	
Loss of income from membership subscriptions					
	agree subs & refund policy, especially if rehearsals are not accessible to all members	Committee		No changes at present	
Losing members who cannot attend in person					
	make a plan to include those who cannot attend in person	Committee		Zoom meeting to be set up	
	share photos & audio clips on whatsapp/facebook	Committee	ON DAY		